

guidance Index

An annotated bibliography of selected guidance materials published monthly during the school year

Vol. XII, No. 2, February, 1949

HANDLING FILMS AND RECORDINGS IN THE LIBRARY

FITTING films, recordings, and other non-printed material into the conventional library always presents difficulties, and librarians generally want to know how others solve these problems. We therefore offer the following highlights from "Toward the All-Inclusive Library," an article written by Paul G. Chancellor, director of the Hill School Library in Pottstown, Pa., for the October issue of the *A.L.A. Bulletin* (Vol. 42, No. 10, pp. 384-86).

The Hill School Library is organized to serve the school's needs for printed material; films, still and moving; disc, wire, and tape recordings; radio; mounted pictures; and museum exhibits. All these services are centralized, and in each area the library staff handles the three major divisions of library work: acquiring, cataloging, and circulating all holdings.

One master catalog includes all media. This plan has two important advantages. There is just one place to look for everything; and an all-inclusive catalog reveals to the user looking for books that the library may also have records, pictures, or realia on the subject of his interest. Distinctively colored cards are used for the different media: buff for recordings; green for pictures; salmon for films and slides; blue for museum objects; and, of course, white for books.

The library provides extensive facilities for the use of films and recordings. First, there is a well-equipped recording studio where discs and copies are cut, principally for modern language classes. Six playbacks with earphones allow free student use of these language records. Three phonographs, also with earphones, in the main reading room permit "pickup" listening of the records placed there each week.



Classes make use of library film center.

Other phonographs are available for classroom use.

In its audio-visual center, the library provides sound-film and slide projectors, several types of recording devices, AM, FM, and SW radio, and a high-fidelity phonograph. The use of the room by classes and other groups is carefully scheduled, and all material owned by the library can be readily assembled there. Slides and films are set up in advance so that there is no fussing with equipment or loss of class time.

While many schools do not have space or funds to duplicate the Hill School Library, other librarians and administrators may wish to adapt some of the ideas to their own needs.

THEME of the MONTH

Boy-girl relations is the theme of the February SRA Life Adjustment publications. The Booklet, *Dating Days*, was written by Lester A. Kirkendall,

formerly the Director of the Association for Family Living and, currently, specialist in Family Life Education at the University of Illinois. It discusses the development of heterosexual relationships, dating problems, love, and the relation of dating to marriage. (See Review Item No. 68.) An Instructor's Guide covering the same subject is provided for teachers as an aid to presenting the material to their students. Review Items 39, 51, 52, and 53 cover related topics and may be used as supplementary reading or background material by instructors.

PLEASE NOTE

After the January issue of *Guidance Index* had gone to press, a change was made in the title and price of Review Item 66. Originally listed as *The Measurement of Social Status* at \$4.75, this book's correct title is *Social Class in America: A Procedure for the Measurement of Social Status*; its price, \$4.25. It is a publication of Science Research Associates.

DIRECTIONS FOR USE

The *Guidance Index*, published monthly during the school year, attempts to list the best current material which is pertinent to guidance in its broader concepts. The items are divided into two groups, vocational and non-vocational, and are classified according to the *SRA Occupational Filing Plan*. This aids the reader in finding the material wanted, and in filing it when it has been obtained. The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (*) denotes free and inexpensive material (35 cents or less). A dagger (†) denotes films, a double dagger (‡) indicates records. A (§) indicates educational and psychological tests. Every attempt is made to list as many good free and inexpensive publications as possible. In this issue of the *Index* you will find:

74 items
covering 43 subjects
of which 42 are free or inexpensive

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Vocational Material

Items which appear under this heading give information about vocations and occupational fields. Earnings, duties, education and training, trends, qualifications, etc., are some of the topics discussed in this material.

Advertising and Public Relations

1. *JOBS IN COMMERCIAL RESEARCH. Fact Sheet No. 4. [Charm Magazine, 122 E. 42d St., New York 17.] 1948. 5pp. 10c.

This article describes the various fields that use the techniques of commercial research, which covers both market research and opinion research. It discusses the nature of the work involved and concludes with a chart showing the qualifications, wages, and advancement opportunities in the different commercial research jobs — field work, tabulating, analysis, and so on.

2. *A SELECTED AND ANNOTATED BIBLIOGRAPHY OF LITERATURE ON PUBLIC RELATIONS. William A. Nielander. [Bur. of Business Research, College of Business Administration, Univ. of Texas, Austin 12, Tex.] 1948. 14pp. Free.

This classified list includes books, articles that have appeared in various publications, periodicals, and standard references important to public relations workers. The books include general works, works on special interests, and others on applications of public relations to specific fields.

3. TWO-WAY STREET: THE EMERGENCE OF THE PUBLIC RELATIONS COUNSEL. Eric F. Goldman. [Bellman Publishing Co., Inc., 83 Newbury St., Boston 16, Mass.] 1948. 23pp. \$1.25.

What is the public relations counsel? In presenting a history of public relations as a business activity, the author provides the background necessary for understanding this type of work. Biographical sketches of two pioneers in public relations, Ivy Lee and Edward L. Bernays, help the reader to understand how today's concept of public relations as "the public be understood" grew out of the early press agent's attitude of "the public be fooled."

Architecture and Drafting

4. *ARCHITECT. W. G. Raymore. [Vocational Guidance Centre, 371 Bloor St., W., Toronto 5, Canada.] 1948. 4pp. 7c.

This article discusses the nature of the architect's work and its importance. The author also covers the personal qualifications and professional preparation the architect should have, the opportunities for advancement and the remuneration he can expect, and the advantages and disadvantages of an architectural career. How to get started in this field, a note on related occupations, and references for further reading complete the leaflet.

Armed Forces

5. *YOUR CHOICE OF CAREERS. [School and College Relations Officer, Bur. of Naval Personnel, Washington 25, D.C.] 1948. 8pp. Free.

This pamphlet gives the facts about the U.S. Navy's choose-your-school plan. It lists the specialties for which recruits can train, describes the duties, and tells

— Note —

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

the requirements for those who wish to take advantage of this training plan.

Art

6. *FASHION DESIGN. Maureen Daly. High School Career Series, No. 5. [Reference Library, *Ladies' Home Journal*, Philadelphia 5, Pa.] 1948. 5pp. 10c.

This article describes the job of the fashion designer and takes it out of the "pure-glamor" class. Discussion of the types of jobs in this field, the talent and other personal qualifications necessary, and the preparatory training make up the bulk of the description. Wage information is included.

Building Trades and Construction

7. *APPRENTICE TRAINING—KEY TO PRODUCTIVITY IN CONSTRUCTION. [Chamber of Commerce of the U.S., Washington 6, D.C.] 1948. 22pp. Free. Quantity prices.

This pamphlet discusses apprenticeship and Federal and state apprenticeship programs with particular emphasis on the opportunities such training provides in the building trades. One appendix lists the organizations which sponsor national apprenticeship standards for a number of specific occupations. Others give the addresses of state apprenticeship agencies and the field and regional offices of the U.S. Dept. of Labor's Bureau of Apprenticeship.

Chemistry

8. *YOUR CAREER IN CHEMISTRY. Paul Dean and Others. "Your Career" Program No. 6. [Dept. of Radio Production, Univ. of Colorado, Boulder, Colo.] 1948. 6pp. 10c.

The participants in this radio program explain what the chemist does, what preparation he needs, and where he works. The script also mentions the main divisions of this field.

Clerical Work

9. *SALARIES OF OFFICE WORKERS IN SELECTED LARGE CITIES. Bulletin No. 943. Bur. of Labor Statistics,

U. S. Dept. of Labor. [Govt. Print. Off., Washington 25, D. C.] 1948. 32pp. 20c.

This bulletin discusses salary levels, hours, and supplementary benefits for office workers in Atlanta, Boston, Buffalo, Chicago, Dallas, Denver, Milwaukee, New York, Oakland (Calif.), San Francisco, and Seattle. Twelve detailed tables present statistics on hourly rates for selected office occupations, weekly salaries, scheduled hours and days of work, vacations and paid holidays, insurance, pension plans, and related matters. The last section lists the particular occupations covered in the study and describes the duties included by each.

Clothing Manufacture

10. BUILDING AMERICA: CLOTHING. [Building America, 140 N. 6th St., Philadelphia 6, Pa.] 1948. 30pp. 45c.

In describing the clothing industry from the original production of natural and artificial fibers to the manufacture of men's and women's ready-to-wear garments, this booklet deals with both processes and jobs. It provides a good over-all view of this tremendous industry and will be helpful to students who are looking toward it as their job field.

11. *JOB DESCRIPTION FOR HAT DESIGNER. U.S. Employment Service, U.S. Dept. of Labor. [Govt. Print. Off., Washington 25, D.C.] 1948. 4pp. 5c.

This Occupational Guide describes the work performed by one who designs women's hats either for a millinery manufacturer or for individual sale. The folder includes material on training, related occupations, and working conditions, but none on earnings.

Education

12. *TEACHER SUPPLY AND DEMAND IN THE UNITED STATES. Ray C. Maul. [Nat'l. Commission on Teacher Education and Professional Standards, Nat'l. Education Assn., 1201 Sixteenth St., N.W., Washington 6, D.C.] 1948. 19pp. 15c.

This report includes information about the supply of college graduates eligible

for standard teaching certificates, the demand for teachers, the number of teachers holding "emergency" status, total number of teachers in service, relationship of supply to demand, and salary trends. The information is broken down by states. Counselors should find this material helpful to them in discussing a teaching career with young people.

13. *TEACHING. Maureen Daly. High School Career Series, No. 6. [Reference Library, *Ladies' Home Journal*, Philadelphia 5, Pa.] 1948. 5pp. 10c.

Discussing the opportunities offered by a teaching career, this folder discusses elementary, high school, and college teachers. It includes information about personal qualifications, training, professional requirements, and earnings. The last section, "Listen to the Experts," presents word pictures of good teachers contributed by three successful people in this field.

Forestry and Lumbering

14. *TREEMAN. Richard Thruelsen. *Saturday Evening Post*. [The Saturday Evening Post, Independence Sq., Philadelphia, Pa.] 221:32. No. 13. Sept. 25, 1948. Issue, 15c.

Taking care of trees — spraying and pruning them, moving them, filling trunk cavities, and giving other necessary attention — today provides jobs for trained men. In this article, Mr. Thruelsen describes the treeman's duties and training and recounts the experiences of men who follow this line of work.

Health

15. HANDBOOK FOR CAREER COUNSELORS ON THE PROFESSION OF NURSING. Committee on Vocational Guidance. [Nat'l. League of Nursing Education, 1790 Broadway, New York 19.] 1948. 31pp. 50c.

The first part discusses the opportunities and types of positions open to professional nurses, their incomes and working hours, and their scholastic, physical, and personal qualifications. In the second part, the education of the professional nurse is considered. This includes sections on the nurse's basic preparation,

selection of a school of nursing, and information about nursing opportunities for men, for Negroes, and for practical nurses. The handbook's third part lists sources of further information.

16. *NURSE. Canadian Nurses' Assn. [Vocational Guidance Centre, 371 Bloor St., W., Toronto 5, Canada.] 1948. 4pp. 7c.

While much of the information contained in this leaflet portrays the Canadian picture, the job description and the discussion of qualifications, preparation, and opportunities are generally applicable over a wider area. Other topics considered include remuneration, advantages and disadvantages, and how to get started.

17. NURSING FOR THE FUTURE. Esther L. Brown. [Russell Sage Foundation, 130 E. 22d St., New York 10.] 1948. 198pp. \$2.00.

This very thorough report, which was prepared for the National Nursing Council, describes present conditions in nursing practice and education. The author discusses the necessity of recognizing the differentiation of nursing service according to function and recommends a distinction between "professional" nurse and "graduate" nurse. The chapters on education necessary for each type provide additional information about the needs in the field. Although this book goes beyond current conditions in nursing, it suggests the direction in which the profession will develop. For that reason, it should help counselors approach discussions of this vocation with greater understanding.

Iron, Steel, and Machinery

18. *JOB DESCRIPTION FOR TOOL DESIGNER. U.S. Employment Service, U.S. Dept. of Labor. [Govt. Print. Off., Washington 25, D.C.] 1948. 6pp. 5c.

This Occupational Guide describes the work performed by the tool designer and the training he needs. It covers the working conditions of this job, but does not include the wage range. A page for local information is provided.

19. *METALWORKING SHOP AND CAREERS. [Chronicle Press, Moravia,

N.Y.] 1948. 2pp. 10c. Reprinted from *Guidance Chronicle*, Nov., 1948.

This sheet briefly describes nine jobs for which training in a metalworking shop furnishes practical background. These jobs are: coremaker, crane operator, draftsman, drill press operator, galvanizer, machinist, inspector, job setter, and oiler.

Library Work

20. *INFORMATION LIBRARIAN. Fact Sheet No. 5. [Charm Magazine, 122 E. 42d St., New York 17.] 1948. 5pp. 10c.

The information librarian may work for a commercial firm or for a government agency, either in this country or overseas. This fact sheet describes the nature of the information librarian's work, the training necessary, and representative salaries. It also provides sources of additional information.

21. *TRAINING FOR LIBRARY WORK. [Amer. Library Assn., 50 E. Huron St., Chicago 4.] 1948. 6pp. Apply.

This is the 1948 edition of the leaflet described as "A statement for prospective librarians." It describes the opportunities in library service and summarizes the education necessary for this work.

Music

22. *JOB DESCRIPTION FOR MUSICIAN, INSTRUMENTAL. U.S. Employment Service, U.S. Dept. of Labor. [Govt. Print. Off., Washington 25, D.C.] 1948. 6pp. 5c.

The various types of work the instrumental musician may perform are described in this Occupational Guide. The folder also covers the necessary training, related occupations, and working conditions. Although average earnings are not given, space is provided for local information.

Occupations, General

23. GLAMOUR'S JOB SCRAPBOOK. [Glamour Job Dept., 420 Lexington Ave., New York 17.] 1948. 42pp. \$5.00.

This large book provides 25 pocket-type pages each devoted to a broad vocational field or to a related subject such as

"Aids to Choosing a Job" or "High School." In the pockets, article reprints and fact sheets offer facts and figures about more than 100 jobs for women. The printed material has been brought up to date in the current year. Counselors may find this attractive book serves an additional purpose by increasing interest in vocational planning among high school girls.

24. GOOD WORK: WHAT WILL YOU BE WHEN YOU GROW UP? John G. McCullough. [Wm. R. Scott, Inc., 513 Sixth Ave., New York 11.] 1948. 40pp. \$1.50.

This very attractive book will serve to introduce the young child to the world of work. With text and illustrations, both black-and-white and color, the book briefly describes jobs in business offices, transportation, agriculture, manufacturing, retailing, medicine, and several of the arts. The author maintains an informal style throughout, and the book should appeal to youngsters up to the ages of 7 or 8.

25. *OCCUPATIONAL OUTLOOK INFORMATION SERIES FOR STATES. VA Pamphlet Series 7-2. Prep. by Occupational Outlook Service, Bur. of Labor Statistics. [Govt. Print. Off., Washington 25, D.C.] 1947. 49 pamphlets. 10c each.

One of these pamphlets is available for each of the 48 states and for the District of Columbia. Each pamphlet presents the industrial and occupational characteristics of its state, using charts and figures to show the major industries and occupations, the industrial trends since 1940, and the population trends and outlook. For nearly 200 occupations of interest in guidance, the pamphlets give the 1940 employment figures for each state and each city of 100,000 or more. Purchasers should specify the state or states in which they are interested.

Personnel Work

26. GRADUATE TRAINING FOR EDUCATIONAL PERSONNEL WORK. Corinne LaBarre. [Editorial Dept., Amer. Council on Education, 744 Jackson Pl., N.W., Washington 6, D.C.] 1948. 54pp. \$1.00.

This pamphlet's foreword points out that student personnel work has developed into a fully professional endeavor and that it therefore requires specially trained workers. The author describes available training courses in this field, listing universities and colleges by state and giving particulars about the graduate training each offers.

Photography

27. *CAREERS BEHIND THE CAMERA. Eileen Murphy. [Seventeen Magazine, 11 W. 42d St., New York 18.] 1948. Apply. Reprinted from *Seventeen*, Apr., 1948.

Written to present opportunities for women in photography, this article tells what some of the leading women photographers have accomplished. On the other hand, it draws what appears to be a true picture of the obstacles a girl faces in this field. It includes information about photographic specialties and describes how to get training and that all-important first job.

Printing and Publishing

28. *NEWSPAPERS. Basic Information Sources. Comp. by Marjorie V. Davis. [Inquiry Reference Service, U.S. Dept. of Commerce, Washington 25, D.C.] 1948. 10pp. Free.

Both governmental and non-governmental publications appear on this list of information sources on newspapers. The list includes books, bibliographies, directories, trade papers and services, and associations.

Radio Broadcasting

29. *BEHIND THE SEEN. Flora R. Schreiber. [Mademoiselle, 122 E. 42d St., New York 17.] 1948. 10c. Reprinted from *Mademoiselle*, Nov., 1948.

Television and the career opportunities it offers to women are the subject of this article. It discusses the background necessary for different kinds of television work, ways of getting started, salaries, and general working conditions. Brief sketches of a number of women who have successfully entered this field increase the reader's interest in the possibilities.

Recreation

30. THE NATIONAL CONFERENCE ON UNDERGRADUATE PROFESSIONAL PREPARATION IN PHYSICAL EDUCATION, HEALTH EDUCATION, AND RECREATION. [The Athletic Institute, 209 S. State St., Chicago 4.] 1948. 40pp. \$1.00.

This book reports on a national conference of over sixty experts from all over the country who discussed desirable standards for professional preparation. It deals with the background education and professional training of teachers and leaders in health and physical education and recreation. The book will help young people considering these fields to secure an understanding of the personal characteristics and proficiencies they should have.

31. *PARTIES FOR PAY. Polly Weaver. [Mademoiselle, 122 E. 42d St., New York 17.] 1948. 10c. Reprinted from *Mademoiselle*, Dec., 1948.

This article presents a new idea for girls who would like to have a business of their own. It tells the experiences of several young women who make a business of planning and giving parties for children. Details about expenses, services, and method of operation are included.

Retail Trade

32. DEPARTMENT STORE WORK. Norma Squitieri and Muriel D. Lickel. Occupational Abstract No. 116. [Occupational Index, Inc., Washington Sq., New York 3.] 1948. 6pp. 50c.

This folder covers such items as the nature of department store work, the personal qualifications and preparation necessary for it, and ways to get started and advance. Range of earnings and the advantages and disadvantages of the work are also discussed. One section gives the status of labor unions in this business. This article provides a fine introductory survey of an important job field.

33. *YOU WRITE THE TICKET. Verna Small. [Mademoiselle, 122 E. 42d St., New York 17.] 1949. 10c. Reprinted from *Mademoiselle*, Jan., 1949.

This article deals with jobs in travel. It describes the work of several young

women who have made interesting careers for themselves in this field, either as independent agents or as employees of various types of travel organizations.

Science

34. *JOB BRIEF ON GEOLOGIST. [Chronicle Press, Moravia, N.Y.] 1948. 2pp. 10c. Reprinted from *Guidance Chronicle*, Sept., 1948.

This brief outlines the geologist's duties and the specialties open to him as well as noting the necessary qualifications and preparation. Under the heading of "Training Opportunities" appears a list of accredited schools which offer degrees in geology.

35. *THE OUTLOOK FOR WOMEN IN OCCUPATIONS RELATED TO SCIENCE. Women's Bur., U.S. Dept. of Labor, Bulletin No. 223-8. [Govt. Print Off., Washington 25, D.C.] 1948. 33pp. 15c.

This pamphlet discusses occupations in technical library work, patent work, technical writing and editing, technical illustration, and technical clerical work. The information given includes items on opportunities for women, earnings, and future prospects. The appendix offers Federal civil service requirements in the fields covered.

Social Service

36. *THE CAREER FOR YOU? Committee on Social Work Education and Recruitment. [Indiana State Dept. of Public Welfare, 141 S. Meridian St.,

Indianapolis 14, Ind.] 1947. 12pp. Free.

This pamphlet discusses what social work offers as a career field — opportunities for personal growth, job satisfaction, work variety, and salaries. It also describes the qualifications and preparation of the social worker.

37. *SOCIAL WORKER. Canadian Assn. of Social Workers, [Vocational Guidance Centre, 371 Bloor St., W., Toronto 5, Canada.] 1948. 4pp. 7c.

The employment and other statistics in this leaflet apply to the Canadian situation, but the general description of social work as a career field has wider application. The article describes the nature of the duties, working conditions, qualifications and preparation, how to get started, opportunities for advancement, remuneration, advantages and disadvantages, and related occupations. The last page offers references for further reading and space to insert local information on this vocation.

Wholesale Trade

38. *WHOLESALE. Basic Information Sources. Prep. by Joseph H. Rhoads. [Inquiry Reference Service, U.S. Dept. of Commerce, Washington 25, D.C.] 1948. 10pp. Free.

This annotated list includes both governmental and non-governmental publications, directories, business papers and magazines, and trade associations. Students interested in wholesaling as a career will be able to locate many helpful references from this list.

Non-Vocational Material

Items listed under this heading provide information on guidance and its related fields. Such topics as problems of education, employment, labor, etc., are covered.

Adolescence

39. A GIRL GROWS UP. Ruth Feder. Rev. ed. [Whittlesey House, 330 W. 42d St., New York 18.] 1948. 271pp. \$2.75.

This is a book that the counselor can recommend to teen-age girls who are meeting the problems attendant upon their growing up. The author, a trained psychologist, deals informally with such matters as family living, boy-girl relationships, vocational choice, leisure-time

activity, and, finally, the important matter of developing a philosophy of life.

Audio-Visual Education

40. AUDIO-VISUAL TECHNIQUES FOR ENRICHMENT OF THE CURRICULUM. Anna C. Chandler and Irene F. Cypher. [Noble and Noble, Inc., 67 Irving Pl., New York 3.] 1948. 252pp. \$3.50.

This book will prove equally useful to the classroom teacher, the teacher in training, or the college student who works with audio-visual instructional aids. It provides ideas and suggestions for developing a vital audio-visual program and presents examples of the use of such specific aids as radio, television, out-of-school excursions, and many other materials in addition to the motion picture and the lantern slide. The authors suggest how audio-visual techniques can enrich social studies, language arts, and the sciences.

41. A GUIDE TO IN-SERVICE STUDY OF AUDIO-VISUAL AIDS. William R. Fulton. [Dept. of Audio-Visual Education, Univ. of Oklahoma, Norman, Okla.] 1948. 30pp. 50c.

This manual will serve either individual teachers or groups of teachers who wish to pursue systematic study of audio-visual education. Each unit provides readings and suggests problems, activities, and basic principles for the particular topic under discussion. These units cover such items as: operation of machines; functional use of motion pictures; slides, filmstrips, and opaque projection; exhibits and museum materials; and auditory aids.

42. *A PARTIAL LIST OF 16MM. FILM LIBRARIES. [Visual Aids Section, Off. of Education, Federal Security Agency, Washington 25, D.C.] 1948. 28pp. Free. Single copies only.

This directory lists nearly 600 sources of 16 mm. films. All distributors included have advised that they loan or rent films. The libraries are listed by state or territory, and where special limitations apply to the distribution, a note is included with the entry. Educators who wish to secure films will find this list an excellent guide.

43. RADIO WORKSHOP FOR CHILDREN. Jennie W. Callahan. [McGraw-Hill Book Co., Inc., 330 W. 42d St., New York 18.] 1948. 398pp. \$3.75.

This textbook provides how-to-do-it instruction for planning a school workshop for radio productions in which pupils can participate. The author discusses writing and producing radio programs built around each subject in the school curriculum. Auditions, rehearsals, and script writing are all described, and the text also considers the administrative problems and the workshop's equipment requirements. Teachers in elementary and high schools and students in teacher-training courses will find this book a valuable aid to their full use of this modern audio aid.

44. SELECTED REFERENCES ON AUDIO-VISUAL METHODS. Comp. by Louis S. Goodman and Yvonne Jones. [Film Research Associates, P.O. Box 205, New York 10.] 1948. 30pp. \$1.00.

This annotated bibliography correlates with Edgar Dale's book, *Audio-Visual Methods in Teaching* (Dryden Press, 1946). The references are classified under the following headings: "Theory of Audio-Visual Materials," "Audio-Visual Teaching Materials," "Audio-Visual Methods Applied in the Classroom," and "Audio-Visual Methods Applied in the School System."

Camps and Camping

45. YOUR GUIDE: THE OFFICIAL NATIONAL CAMP AND SCHOOL DIRECTORY. [Official Surveys, Inc., 475 Fifth Ave., New York 17.] 1948. 416pp. \$10.00.

This directory lists camps and schools in alphabetical order for each state. It provides the addresses of the camp or school and of the director or sponsoring organization. Other information includes the age and sex of campers or students, number that can be enrolled, type of living quarters, and length of the season or semester.

Community Planning

46. HOW TO ORGANIZE A CO-OP. Jerry Voorhis and Others. [The Co-operative League of the U.S.A., 343 S.

Dearborn, Chicago 4.] 1948. 34pp. \$1.00.

This booklet, described as "A Guide to the Establishment of a Community Co-operative," gives a step-by-step description of the technique of getting people together. The authors consider such basic questions as: "Why have a co-op?" and "What services should the co-op furnish?" Community leaders interested in organizing a local cooperative association will find this guide a real help.

Education

47. EDUCATIONAL INSTITUTIONS. Ed. by Donald Dewart. [Bellman Publishing Co., Inc., 83 Newbury St., Boston 16.] 1947-48. 277pp. plus Supplementary Bulletin Service. \$20.00. This, the seventh edition in the series, provides scholastic statistics for ten states: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, Pennsylvania, Rhode Island, and Vermont. Covering all schools and colleges, both academic and vocational, in these ten states, this reference offers a biographical sketch of each institution. The counselor can quickly find a school for a particular purpose by referring to the Index of Courses, the Alphabetical Index, the Classified Index, or the Geographical Index, depending upon his needs.

48. FREEDOM TO LIVE AND LEARN. Gertrude Noar. [Franklin Publishing and Supply Co., 1931 Cherry St., Philadelphia 3, Pa.] 1948. 159pp. \$1.60. This book presents workable techniques for selecting and developing teaching units in modern classrooms. The author discusses the background of the "experience unit" and proceeds to the details of how the teacher and pupils plan their work together, how the class functions as an organization, and how the children solidify their experience by taking stock and talking over the results of their study. There are also chapters on class excursions and reading materials as well as one which illustrates the unit techniques with day-by-day accounts of work done in actual classrooms.

Elementary Education

49. CHILD GROWTH THROUGH EDUCATION. Gertrude Hildreth. [The

Ronald Press Co., 15 W. 26th St., New York 10.] 1948. 437pp. \$4.50.

A basic text for teacher-training courses in the theory and methods of elementary education, this book defines and interprets the newer trends in educational practice. It presents the psychological foundation of unified learning and explains how the unified program can embrace the entire curriculum. The text includes chapters on "Guidance in Personal Development," "Parent-School Relationships," and "Meeting the Needs of Individuals." The book should prove valuable for in-service teachers, educational libraries, and laymen who are interested in modern educational trends.

50. EDUCATION FOR ALL AMERICAN CHILDREN. Educational Policies Commission. [Natl. Education Assn. of the U.S., 1201 Sixteenth St., N.W., Washington 6, D.C.] 1948. 292pp. \$1.25.

Presenting a statement of policy for elementary education, this book focuses on the grades from kindergarten through sixth. The first part describes several hypothetical schools and school systems as it is hoped they will appear ten years from now. The second part reports on certain excellent practices which appear in present-day elementary schools. Items considered are the curriculum, the staff, and administration.

Family Life

51. FAMILY, MARRIAGE, AND PARENTHOOD. Ed. by Howard Becker and Reuben Hill. [D. C. Heath and Co., 285 Columbus Ave., Boston 16, Mass.] 1948. 829pp. \$5.00.

This textbook, the joint product of 23 specialists, presents a discussion of the social institutions of family and marriage. Among the topics considered are: "Preparation for Marriage," "Marriage Interaction," "Problems of Parenthood and Family Administration," and "Family Crises and Ways of Meeting Them." The book, which is written in mature style, offers basic tested knowledge on its subject in such a way as to be readily applicable to the student's own problems.

52. *HIGHLIGHTS OF THE NATIONAL CONFERENCE ON FAMILY LIFE. [Natl. Conference on Family Life, 10

E. 40th St., New York 16.] 1948. 23pp. 15c.

The conference, held in May, 1948, produced suggestions on the needs of individual family members and on special programs or activities. Community leaders with an interest in improving family services will find helpful recommendations in this booklet.

Health and Hygiene

53. *PRETTY PLEASE*. Sheila John Daly. [Dodd, Mead & Co., 432 Fourth Ave., New York.] 1948. 139pp. \$2.00.

This is a book on grooming written for the teen-age girl in the language she understands. The basic beauty hints provide for top-to-toe care. There are chapters on the perennial adolescent problems of hair and skin care as well as others covering manicures and pedicures, clothes selection, and make-up. To make it complete, the chapter entitled "Pretty Is . . ." points out how important it is "to be as nice as you look."

Higher Education

54. *BEHIND THE ACADEMIC CURTAIN: A GUIDE TO GETTING THE MOST OUT OF COLLEGE*. Archibald MacIntosh. [Harper & Bros., 49 E. 33d St., New York 16.] 1948. 165pp. \$2.50.

Counselors of high school students will find this book very helpful in interviews dealing with college plans. It answers such questions as: What should the student secure from his college education? How should he select a college? What should he do in order to insure his completing his course and getting the most profit from it? The chapter on "Why Students Drop Out" discusses the main reasons for failure to finish a college education. Other chapters describe the student's relationship with other students, the teachers, and college authorities.

55. **TOWARD FIRST PRINCIPLES IN HIGHER EDUCATION: A DYNAMIC QUEST FOR UNITY*. Orway Tead. Pamphlet No. 19. [Edward W. Hazen Foundation, 400 Prospect St., New Haven 11, Conn.] 1948. 19pp. 15c.

This essay considers the problem of confusion in higher education and the possi-

bility of solving that problem by clarifying our ideas about the purpose of education. Both educators and students should find the article a challenge, stimulating them to thought and action toward improving higher education's achievements.

56. *WARTIME COLLEGE TRAINING PROGRAMS OF THE ARMED SERVICES*. Henry Herge and Others. [Amer. Council on Education, 744 Jackson Pl., N.W., Washington 6, D.C.] 1948. 214pp. \$3.00.

Based on a study of the Army and Navy special training programs, this report presents specific information about both the academic and the business phases of higher education as sponsored by the services. Especially important for educators and school administrators are the discussions of the implications of wartime experience for civilian education. Many will find the chapter on wartime scientific research and its effect upon institutions of higher education very valuable.

Human Relations

57. **DANGER IN DISCORD*. Oscar and Mary F. Handlin. [Anti-Defamation League of B'nai B'rith, 212 Fifth Ave., New York 10.] 1948. 44pp. 20c. Sub-titled "Origins of Anti-Semitism in the United States," this pamphlet digs into the history of American "racism." The authors discuss the results of the trend toward prejudice and individual responsibility for combating bigotry.

58. *READING LADDERS FOR HUMAN RELATIONS*. [Amer. Council on Education, 744 Jackson Pl., Washington 6, D.C.] 1947. 67pp. \$1.00.

This booklet provides the teacher with well-selected books, grouped around such themes as: "Patterns of Family Life," "Rural-Urban Contrasts," "Differences between Generations," and "How It Feels to Grow Up." The introduction suggests ways of using and discussing books as an aid to developing these human relations themes.

Juvenile Delinquency

59. **THE EAGLE'S BROOD*. Robert L. Shayon. [Institute of Crime Preven-

tion, Drawer 225, Minneapolis 1, Minn.] 1948. 31pp. Free.

The stories contained in this pamphlet were originally broadcast as a special CBS Documentary Unit production. They are true stories based on the author's personal investigation of individual cases of juvenile delinquency. This pamphlet brings a serious social message to every responsible citizen for it describes the backgrounds and conditions that result in delinquency.

Labor

60. **DICTIONARY OF LABOR ECONOMICS.** Byrne Horton. [Public Affairs Press, 2153 Florida Ave., Washington 8, D.C.] 1948. 32pp. \$1.00.

Just what its name implies, this booklet offers definitions of basic words and phrases, names of organizations and agencies, and titles of statutes which are frequently used in referring to labor situations. This is a valuable aid to any counselor or other person who wishes to talk in correct terms on labor topics.

Occupation, Choice of

61. ***I CAN SEE MYSELF.** Eileen Murphy. [Seventeen Magazine, 11 W. 42d St., New York 18.] 1948. Apply. Reprinted from *Seventeen*, May, 1948.

This article on career choosing explains to the teen-ager why it is important to give serious thought to this question before high school graduation. It also tells the young person how to go about securing facts upon which to base his final decision — facts about himself and facts about jobs.

Occupational Information

62. ***CALIFORNIANS AT WORK.** William H. McCreary. Bulletin No. 9. [Bur. of Occupational Information and Guidance, State Dept. of Education, Sacramento 14, Calif.] 1948. 19pp. Apply.

This bulletin presents facts and figures on California's labor force — the number of workers and the kind of work they do, by general type and by particular occupation. Sections on postwar trends and characteristics of the current labor market are included.

63. ***GUIDANCE SERVICES REFERENCE MANUAL OF OCCUPATIONAL INFORMATION MATERIALS.** [Div. of Vocational Education, State Bd. of Education, Charleston, W. Va.] 1948. 85pp. Apply.

This manual begins with a consideration of what occupational information is and why it is needed. It includes a list of free sources of occupational materials and a recreational reading list of books containing occupational information. Both lists are arranged alphabetically by job or industry title. The section on guidance references suggests books for the counselor, general occupational references, publishers of inexpensive pamphlets, and sources of motion pictures, filmstrips, and other teaching aids.

Reading

64. ***SOURCES OF MATERIALS DEALING WITH READING DIFFICULTIES.** Prep. by Mrs. Helen H. Murray. [Off. of Education, Federal Security Agency, Washington 25, D.C.] 1948. 8pp. Apply.

This bulletin consists of three annotated bibliographies: (1) A list of sources of materials meeting the reading needs of the retarded reader; (2) A list of series of easy-to-read books; (3) A list of books for children with different reading rates.

65. **THE TEACHING OF READING IN THE ELEMENTARY SCHOOL.** Paul McKee. [Houghton-Mifflin Co., 2 Park St., Boston, Mass.] 1948. 622pp. \$3.60.

This book deals with such questions as: What is the nature of reading? How shall we teach the fundamentals of reading? How shall we teach reading-study skills? The author devotes the greater portion of his text to outlining in detail a practical program for teaching the fundamentals of reading in such a way as to eliminate much of the need for remedial reading. Dr. McKee's program provides specific instruction for each level from kindergarten through the sixth grade and includes methods for teaching pupils to locate information, to evaluate and organize what they read, and to retain ideas gained from reading. Instruction in children's literature and in oral reading are the subjects of the last two chapters.

Secondary Education

66. LIFE ADJUSTMENT EDUCATION FOR EVERY YOUTH. [Govt. Print. Off., Washington 25, D.C.] 1948. 122pp. 45c.

This report is primarily concerned with the development, try-out, and spread of programs of instruction which will have value and meaning to youth of high-school age and which will encourage them to pursue secondary education. Parts I and II of the report explain the purposes and activities of the Commission on Life Adjustment Education for Youth. Part III illustrates what "Life Adjustment Education" means in terms of problems and changes to be made by American secondary education. This report seeks to encourage common understandings of the meaning and implication of the Prosser Resolution, which brought "Life Adjustment Education" to the fore.

Sex Education

67. †HUMAN GROWTH. [E. C. Brown Trust, Education Center Bldg., 220 S. W. Alder St., Portland 4, Ore.] 1947. 16mm. motion picture, color, sd. 19 min. With set of 20 color slides, 2 x 2", and 5 copies of teachers' Film Guide. Purchase price, \$170. Available on rental or loan basis; apply for information.

This film does a good job of presenting basic sex instruction for the sixth to ninth grade level. Both home and school-room scenes are completely natural. A film within the film illustrates, through highly stylized animated drawings, the processes of reproduction and human growth from conception to adulthood. This educational film has been well recommended for showing in classes in biology, health, home-making, and related courses. It will also be useful for teacher training, psychology, and health education courses.

Social and Personal Adjustment

68. DATING DAYS. Lester A. Kirkendall. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1949. 48pp. 75c.

Dr. Kirkendall, formerly, Director of the Association for Family Living and, currently, specialist in Family Life Education at the University of Illinois, has written a booklet for teen-agers to help them in their understanding of the other sex. Discussed are the gradual development of boy-girl relations, friendships with both sexes, dating problems, going steady, love, and growing into maturity. More than just a manual on dating etiquette, this booklet gives the teen-ager an over-all picture of his relation to the other sex.

Tests and Scales

69. *THE ARMY GENERAL CLASSIFICATION TEST (FIRST CIVILIAN EDITION) —REVISED MANUAL. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1948. 8pp. 10c.

This revised manual contains scholastic and occupational prediction scores and information, presented by means of tables and graphs. Correlation data is also included. The manual should be of real interest and help to counselors.

70. CONSTRUCTING CLASSROOM EXAMINATIONS: A Guide for Teachers. Ellis Weitzman and Walter J. McNamara. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1949. 140pp. \$2.50.

This book discusses the philosophy behind classroom testing, describes useful test-construction techniques, and shows how test results contribute to improved teaching. In order to meet the practical needs of teachers, the authors have included many examples from actual school testing programs. Clear explanations of item analysis and test evaluation enable teachers with no previous experience to benefit from the findings of scientific test research.

71. *EXAMINER MANUAL FOR THE SRA PRIMARY MENTAL ABILITIES—PRIMARY. T. G. Thurstone and L. L. Thurstone. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1948. 27pp. 25c.

In this new manual for the test for ages five to seven, interpretation of the eight factors, Verbal-meaning, Perception, Motor, Space, Quantitative, Reasoning, Memory, and

Word-fluency, has been expanded. New material in the manual includes information on how to set up use of the scores in schools and a page showing the SRA Graphic I.Q. Converter.

72. ***MANUAL FOR THE KUDER PREFERENCE RECORD—VOCATIONAL, FORM C.** Rev. ed. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1949. 25c.

This is the latest revision of the manual for the Kuder Preference Record—Vocational. Features of this manual include additional norms for the recently added "Outdoor" scale, directions for using the new "Verification" score, and a revised list of occupational titles. In the new list of job titles, occupations have been classified according to the level of skill and training they require. References to other sources of vocational information have been added to make the list more useful to persons seeking guidance.

73. §**PURDUE TEST FOR MACHINISTS AND MACHINE OPERATORS.** H. F. Owen and Others. Rev. ed. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1949. 11pp. Test booklet with answer pad 48c.

This test is now published in re-usable booklet form of eleven step-down pages. Approximately 25 per cent of the items have been revised. Responses are pin-punched on a separate, self-scoring answer pad.

74. ***SRA MECHANICAL APTITUDES—REVISED MANUAL.** [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1949. 8pp. 10c.

This manual includes new norms and inter-correlation data for the associated test of mechanical aptitudes. The test itself is adapted in part from the most valid sections of Army tests in this area.

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